

15 DEC. 1988

MEMORANDUM FOR: Director of Congressional Affairs

VIA: Director of Personnel


FROM:

 Associate Deputy Director for Employment/OP

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SUBJECT: Notification of Rejection to Congressional Referrals

1. Currently, the Office of Personnel does not respond to congressional referral applicants in whom we have no interest. However, based on our discussions of 22 November we will respond in the future to all congressional referral cases.

2. The following procedure will become effective immediately. When OCA receives a congressional referral resume, a copy of that resume along with a copy of the initial OCA response to the Congressperson will be forwarded to Recruitment Operations Division (ROD), Office of Personnel (OP),  OCA may indicate to the Congressperson that an Agency representative will be in contact with the referred applicant regarding the availability of suitable positions. After screening the resume, ROD will then forward it to the appropriate geographical Recruitment Activity Center (RAC), where a recruiter will review the resume and attempt to match it with an Agency position. Should the resume be of interest, the applicant will be contacted by the recruiter and an employment package will be forwarded. Testing, if necessary, will also be scheduled. Should the applicant be of no interest to the Agency, for any reason, either ROD or the RAC will send a suitable rejection letter, and the case will be closed.

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3. This procedure will be applicable only to those resumes received from congressional offices by OCA. I hope this new procedure will satisfy our concerns that these applicants receive a response to their congressional inquiry.

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